

# PINE TREE ISD TRANSPORTATION TRAVEL REQUEST

Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Dept/ Grade: \_\_\_\_\_

Type: Field Trip \_\_\_\_\_ Extra Curricular \_\_\_\_\_ Professional Growth \_\_\_\_\_

Budget Code: \_\_\_\_\_ Date Request Made: \_\_\_\_\_

PO# \_\_\_\_\_ (Copy of the PO must be attached to travel request form)

Rationale for Travel \_\_\_\_\_

Class or Group: \_\_\_\_\_ # of Students \_\_\_\_\_ # of Adults \_\_\_\_\_

Sponsors or Other Personnel Attending: \_\_\_\_\_

Destination (Street Address if Applicable or School Name/Campus) (please provide as much information as possible if you are requesting a bus driver.)

Mode: Suburban \_\_\_\_\_ Car \_\_\_\_\_ # of Vans \_\_\_\_\_ # of Buses \_\_\_\_\_ Driver Needed: yes/no

Departure: Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Location \_\_\_\_\_  
(Time to leave PTISD) (Where bus will load)

Return: Date: \_\_\_\_\_ Day: \_\_\_\_\_ Load Time : \_\_\_\_\_ am/pm

Return Time: \_\_\_\_\_ am/pm

(If on a Field trip: Load time is the time we will start loading buses Return time is the time you will return to PTISD)

Originator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent of Curriculum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST BE SUBMITTED TO THE TRANSPORTATION OFFICE AT LEAST 14 DAYS PRIOR TO TRIP. YOU WILL BE CONTACTED BY TRANSPORTATION IF THERE IS A CONFLICT OR IF THERE IS NOT AN AVAILABLE PTISD VEHICLE.**

Driver Assigned: \_\_\_\_\_ Vehicle Assigned: \_\_\_\_\_